



TOWN ADMINISTRATOR'S REPORT

December 15, 2020



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczzonek, and Public Health Nurse Katherine Castle continue to be in nearly constant communication regarding the conditions and communications surrounding the current public health crisis.

[Please visit the town's webpage devoted to COVID-19 information](#)

- TA Greg Johnson met with the Capital Planning Committee to assist in their development of a proposed Capital Improvement Plan.
- TA Greg Johnson and Human Resources Coordinator Stephanie Duggan participated and facilitated the preliminary screening of candidates for the Library Director. The Library Board of Trustees are determining their final interview procedures.
- TA Greg Johnson and HR Coordinator Stephanie Duggan arranged for a private consulting and accounting firm to assist the Treasurer/Collector's Office while a new full time Treasurer/Collector is hired. Interviews for the full time Treasurer/Collector are being rescheduled.
- HR Coordinator Stephanie Duggan posted the job advertisement for the Town Accountant on the town's Careers webpage and targeted online listings. <https://www.townofmaynard-ma.gov/gov/careers/>
- In accordance with tradition, town offices hours for the Christmas and New Year's observations will be:

| | |
|------------------------------|----------------------|
| Monday: December 21, 2020 | 8:00 am – 4:00 pm |
| Tuesday: December 22, 2020 | 8:00 am – 7:00 pm |
| Wednesday: December 23, 2020 | 8:00 am – 4:00 pm |
| Thursday: December 24, 2020 | 8:00 am – 12:00 noon |
| Friday: December 25, 2020 | CLOSED |

| | |
|------------------------------|----------------------|
| Monday: December 28, 2020 | 8:00 am – 4:00 pm |
| Tuesday: December 29, 2020 | 8:00 am – 7:00 pm |
| Wednesday: December 30, 2020 | 8:00 am – 4:00 pm |
| Thursday: December 31, 2020 | 8:00 am – 12:00 noon |
| Friday: January 1, 2021 | CLOSED |

- TA Greg Johnson met with members of the Maynard Historic Commission and Sesquicentennial Celebration Steering Committee as they began their search to excavate the first of multiple time-capsules. The first is believed to be located at Art Space.



- Town officials, state delegations and their offices, and Congresswoman Trahan’s office attended a pre-opening tour of the new Market Basket at Maynard Crossing.



- The Maynard Board of Selectmen and the Maynard Board of Health are asking for everyone’s help in preventing the spread of COVID-19. To help in this cause, the below flyer is available to be used to extend the state’s “Mask Up” campaign.

The town's departments and committee's are taking on this initiative, and I hope that the private sector can get on board too. Businesses, non-profits, education and religious institutions are already doing so much to help, and this flyer is meant as another tool towards the overall work against the spread of COVID-19.

Mask Up Maynard Campaign flyer:



Wear a mask or face covering in public
to slow the spread of COVID-19.

www.townofmaynard-ma.gov

- TA Greg Johnson met with Town Managers and Administrators and staff from Acton, Boxborough, Littleton and Westford to develop an application for Community Development Block Grant – COVID (CDBG-CV) micro-enterprise and public social services funding support. The grant application is complex and a private grant administrative consultant was hired by lead applicant, Acton, to assist in the initiative.
- TA Greg Johnson is collecting interested candidates for a Master Plan Implementation Committee and is working with resident Jason Kreil to develop a draft charge for the group, that is currently proposed to be a Town Administrator's appointment.
- TA Greg Johnson is collecting interested candidates for a Sustainability Committee to assist town departments and initiatives for climate-change resiliency efforts and energy efficiency investments.

The state's Department of Public Health (DPH) provides reports to reflect their description of towns' COVID-19 conditions. Below is an excerpt from this state report from December 10, 2020:



Massachusetts Department of Public Health COVID-19 Dashboard – Thursday, December 10, 2020

Count and Rate of Confirmed COVID-19 Cases and Tests Performed in MA by City/Town, January 1, 2020 – December 8, 2020

| City/Town | Total Case Count | Case Count (Last 14 Days) | Average Daily Incidence Rate per 100,000 (Last 14 days) ¹ | Relative Change in Case Counts ² | Total Tests | Total Tests (Last 14 days) | Total Positive Tests (Last 14 days) | Percent Positivity (Last 14 days) | Change in Percent Positivity ³ |
|---------------|------------------|---------------------------|--|---|-------------|----------------------------|-------------------------------------|-----------------------------------|---|
| Marshfield | 513 | 112 | 30.87 | Higher | 17856 | 2174 | 126 | 5.80% | Higher |
| Mashpee | 189 | 52 | 23.91 | Higher | 11356 | 1500 | 53 | 3.53% | Higher |
| Mattapoisett | 144 | 33 | 41.12 | Higher | 4877 | 747 | 38 | 5.09% | Higher |
| Maynard | 213 | 47 | 32.26 | Higher | 9500 | 1146 | 52 | 4.54% | Higher |
| Medfield | 172 | 46 | 29.18 | Higher | 11844 | 1642 | 49 | 2.98% | Higher |
| Medford | 2219 | 423 | 49.73 | Higher | 137183 | 20858 | 466 | 2.23% | Higher |
| Medway | 283 | 62 | 33.89 | Higher | 11139 | 1304 | 65 | 4.98% | Higher |
| Melrose | 780 | 205 | 50.51 | Higher | 35764 | 4596 | 230 | 5.00% | Higher |
| Mendon | 127 | 38 | 47.01 | Higher | 4467 | 482 | 40 | 8.30% | Higher |
| Merrimac | 123 | 35 | 39.35 | Higher | 5310 | 716 | 40 | 5.59% | No Change |
| Methuen | 3263 | 802 | 106.41 | Higher | 56117 | 7900 | 974 | 12.33% | Higher |
| Middleborough | 658 | 157 | 40.93 | Higher | 18890 | 2366 | 173 | 7.31% | Higher |
| Middlefield | <5 | <5 | 32.20 | No Change | 170 | 21 | 2 | 9.52% | Higher |
| Middleton | 576 | 136 | 93.18 | Higher | 9749 | 1236 | 148 | 11.97% | Higher |
| Milford | 1389 | 245 | 59.66 | Higher | 25199 | 2795 | 272 | 9.73% | Higher |
| Millbury | 489 | 100 | 52.25 | Higher | 11259 | 1358 | 109 | 8.03% | Higher |
| Millis | 142 | 40 | 36.32 | Higher | 6370 | 768 | 44 | 5.73% | Higher |

Data are current as of 11:59pm on 12/08/2020; For populations <50,000, <5 cases are reported as such or suppressed for confidentiality purposes. ¹ For the calculations used to delineate Grey, Green, Yellow, and Red, please see table on page 24. ² Number of new cases occurring over the current two-week period (11/22/2020 – 12/05/2020) compared to the previous two-week period (11/15/2020 – 11/28/2020). **Higher**=number of new cases in the current two-week period higher than the number of new cases during the last two-week period. **Lower**=number of new cases in the current two-week period lower than number of new cases during the last two-week period. **No change**=number of new cases in current two-week period is equal to the number of new cases during the last two-week period. ³ Change in percent positivity compared to the previous week's (12/3/2020) report. **No Change**= <0.10% difference in the percent positivity. DPH calculates rates per 100,000 population using denominators estimated by the University of Massachusetts Donahue Institute using a modified Hamilton-Perry model (Strate S, et al. Small Area Population Estimates for 2011 through 2020, report, Oct 2016.) As of 11/5/2020, the Massachusetts Department of Public Health is using the 2019 population estimates, the most current available data. **Please note:** Data for these tables are based on information available in the DPH surveillance database at a single point in time. Case counts for specific cities and towns change throughout the day as data cleaning occurs (removal of duplicate reports within the system) and new demographic information (assigning cases to their city or town of residence) is obtained.

<https://www.mass.gov/doc/weekly-covid-19-public-health-report-december-10-2020/download>

- The Town of Maynard will hold a Special Election on Wednesday, December 16, 2020, all precincts will vote at the Fowler School, polls will be open from 7:00 AM to 8:00 PM. Residents will cast ballots on a proposed debt exclusion to fund construction costs for the fire station.

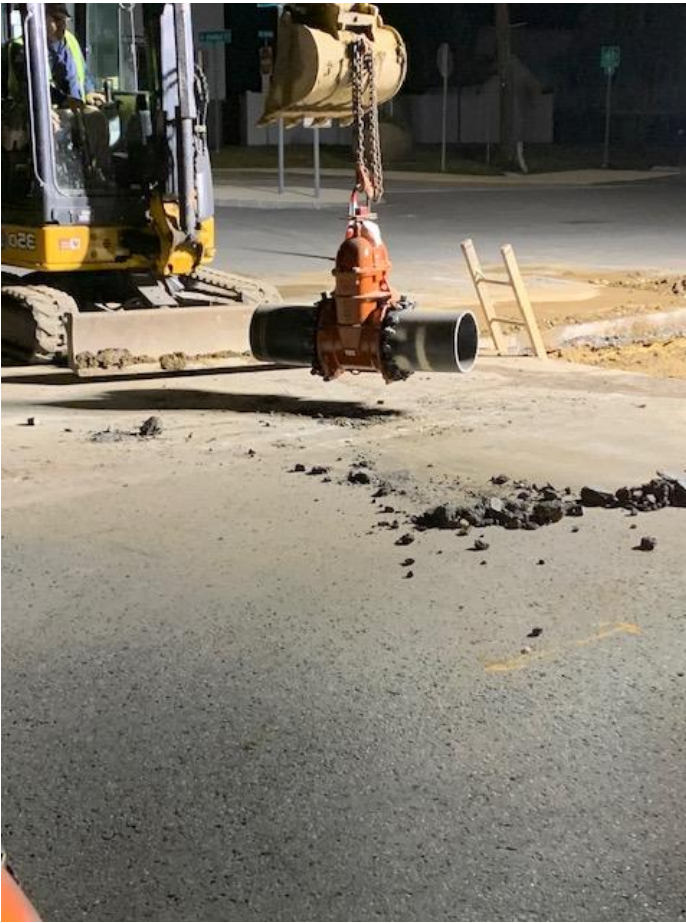
<https://www.townofmaynard-ma.gov/gov/elections/>

PUBLIC WORKS:

- The Department of Public works Highway division has been conducting paving repairs throughout the community.
- The water and sewer department continue to address utility failures. These pictures show the leaking gate valve replacement at Main street & Sudbury road, and the paving of several trenches related to all the utility repairs performed by the department over the past couple weeks:







The Facilities department recently completed the replacement of an electrical panel, and several other repairs at the Rockland Avenue treatment plant in preparation for the SCADA system upgrade.



MUNICIPAL SERVICES:

PLANNING:

- The Powder Mill Corridor study team, with members from the Metropolitan Area Planning Council (MAPC), the town of Acton, and the town of Maynard, have held a virtual public meeting December 3, 2020. The forum was hosted by the staff and Economic Development Committees of Acton and Maynard and the MAPC. Attendance was up to 85 and the interactive portions of the program were exceptionally useful to the team.

Promo clip for Powder Mill Road Corridor Initiative:

<https://www.youtube.com/watch?v=XhVbh0jhTbk&feature=youtu.be>

New webpage: <https://maynard-ma.cleargov.com/projects/986/acton-and-maynard-powder-mill-road-study>

Video of Public Meeting of 12.03.20: <https://youtu.be/lXw7DIpsTEM>

This is the beginning of a solid foundation to shape the Powder Mill Corridor responsible, community-driven and sustainable manner. Next actions are expected to include general infrastructure vision for the corridor, potential and development of an overlay district that share consistency with Acton to help ensure a uniform corridor.

- 115 Main Street Litigation: Meetings between the town and the applicants have been productive. It is expected revised project plans will be submitted to the town on or around December 18th. At that point, the Planning Board would review the material and provide comments. Staff remains confident that consensus and an agreement will be reached.
- The subdivision plan Wisteria Lane (a.k.a. Old Bay subdivision, O Parker Street) has been approved by the Planning Board. The subdivision contains 5 lots and is adjacent to an additional 5 lots fronting Parker Street which are incorporated in the overall plan. This is the first single family project subject to the town's Inclusionary Zoning By-law. One affordable unit will be included in the subdivision.
- Market Basket requested and was granted permission to make a minor modification to the approved Maynard Crossing operations manual allowing the pylon sign to be lit during the early morning hours if open for business.
- Capital Group (the owner and developer of Maynard Crossing) requested and was granted permission to make a minor modification to the approved Maynard Crossing operations manual allowing project lighting to be turned on during severe weather events at the discretion of the property manager.

CONSERVATION:

- The public hearing for 115 Main Street's Notice of Intent (wetland permit) will open on December 15, 2020 at 6:30pm. The project includes the construction of a multifamily building, wall reconstruction, and public access area within the riverfront area, floodplain, bordering vegetated wetland and its buffer, bank, and land under water bodies.

- The Conservation Commission is in the process of amending its Conservation Land Use Regulations, as well as finalizing a “Trail Stewardship” program, where people can volunteer to maintain and report back on certain trails. The draft will be routed out for other boards, committees, departments to comment on. The Commission is also working with DPW on park and athletic field regulations.
- As part of the regulation updates, the Commission will be redesigning its land signage, and including signage educating dog walkers about dog waste and its environmental impact.
- The Commission made a Determination that a proposed project, involving the construction of a deck at 6 Mill Street within the riverfront area, did not impact the riverfront area and therefore could occur without a full permit.
- The Commission issues a new enforcement order to the owner of 94, 96, 100 Powder Mill Road, extending the date for clean up until March 31st. After this date, fines will ensue.
- The Massachusetts Department of Transportation (MassDOT) has confirmed that the Florida Road Bridge replacement project is exempt from local conservation permitting, and does not require a permit or public hearing from the town on the wetland issues.
- The Commission is partnering with the local Boy Scouts to help provide volunteer opportunities, including trail cleanup, Eagle Scout projects, and Trail Stewardship Involvement.